

Memorandum

Neighborhood Services Division



Date: August 5, 2008
To: Mayor and Council
From: Shauna Warner, Neighborhood Services Director (480-350-8883)
Through: Shelley Hearn, Community Relations Manager (480-350-8906)
Subject: Neighborhood Grant Program Funding FY 2008/2009

The attached spreadsheet (Attachment A) contains the list of FY 2008/2009 grant requests and recommended funding for the Maryanne Corder Neighborhood Grant Program. The grant application form is provided in Attachment B.

In July 1994 the Neighborhood Grant Program was created to ensure that a portion of the City's annual budget is expended to improve residential neighborhoods through capital projects that would not be covered within the traditional Capital Improvement Program (CIP) budget. The Grant Program encourages resident participation and involvement in the identification of projects designed to improve neighborhoods.

The total amount of the CIP budget set aside for the Neighborhood Grant Program in FY2008/2009 is \$250,000. The City received requests for funding from 37 applicants (18 neighborhood associations and 19 homeowners' associations) totaling \$476,558. For the first time, associations could apply for one \$50,000 grant, all other requests had a maximum funding request limit of \$12,000.

All grant applications were first reviewed by the Access/Americans with Disabilities (ADA) sub-committee of the Neighborhood Service Team (NST), see Attachment C for a list of NST members. The NST next reviewed all of the grant applications and voted on the recommended allocations at their July 16, 2008 meeting.

Twenty-nine applicants (17 neighborhood associations and 12 homeowners' associations) received full or partial funding. Matching funds from associations totaled \$89,744 for a combined total of \$339,744 in community investment. Grant recipient breakdown by zip code area: 85281 - (8); 85282 - (3); 85283 - (8); 85284 - (10).

The FY 2008-2009 recommended grant funding is on the formal agenda for approval.

Attachment A

SCORE SHEET 2008-2009

Neighborhood Grant Applications

- # + indicates applied for more than one project
* indicates has not received grant funding in previous years

	Association Name and Map Location	Project Description	Match	City \$	YES	Amount Approved & Reason Denied	NO
1	Buena Vista Ranchos HOA H40	Community park update	\$15,000	\$30,000		ADA issues	x
2	Hacienda del Rio HOA H5C	Lighting/Landscape/Art	\$25,000	\$50,000	x	\$7,500	
3+	Oaks II & III HOA H10B	Xeriscape/security fence	\$50,000	\$50,000		Limited funding & removing mature vegetation	x
4+	Superstition NA N21	Joyce Park ramada	\$ -	\$50,000	x	\$50,000	
		<i>Total</i>	<i>\$90,000</i>	<i>\$180,000</i>			
	Art Projects (2 total)	Project Description	Match	City \$	YES	Amount Approved	NO
5+*	Hollis Park NA N20B	Hollis Park culverts	\$ -	\$9,000		Limited funding & maintenance concerns	x
6	Mitchell Park East NA N7A	Irrigation standpipes	\$6,000	\$12,000	x	\$12,000	
		<i>Total</i>	<i>\$6,000</i>	<i>\$21,000</i>			
	Fences/Walls (6 total)						
7+	Oaks II & III HOA H10B	Removal and installation of fence	\$12,000	\$12,000		Limited funding & fence height	x
8	University Royal Garden Homes HOA H27	Replace block/wrought iron wall	\$10,163	\$10,163		Limited funding & HOA maintenance concerns	x
9	Villa Las Palmas HOA H41A	Pool fence	\$4,850	\$4,850	x	\$4,850	
		<i>Total</i>	<i>\$27,013</i>	<i>\$27,013</i>			
	Landscape Projects (15 total)						
10+	Casitas East HOA H9A	Xeriscape	\$2,535	\$2,535	x	\$2,535	
11+	Hamilton Homes HOA H39	Perimeter landscape	\$3,585	\$3,585	x	\$3,585	
12	Juniper Village HOA H33A	Perimeter landscape	\$10,451	\$10,451	x	\$10,451	
13	Meyer Park NA N16A	Arterial landscape - McClintock	\$ -	\$7,300	x	\$7,300	
14	Parke Tempe HOA H36D	Perimeter landscape	\$2,526	\$2,526	x	\$2,526	
15	Parkside at the Galleria HOA H34A	Xeriscape	\$6,977	\$6,977	x	\$6,977	
16	Pepperwood HOA H26	Xeriscape	\$5,000	\$6,983	x	\$6,983	
17	Riverside Sunset NA N2	Plant trees	\$ -	\$12,000	x	\$5,237	
18*	Terramere HOA H38	Irrigation system replacement	\$ -	\$8,158		HOA maintenance	x
19+	University Heights NA N6	Plant trees	\$ -	\$4,580	x	\$4,580	
20	Warner Ranch Phase II HOA H43	Xeriscape	\$14,010	\$12,000	x	\$12,000	
		<i>Total</i>	<i>\$45,084</i>	<i>\$77,095</i>			

	Lighting Project (1 total)	Project Description	Match	City \$	YES	Amount Approved & Reason Denied	NO
21	Warner Ranch Landing HOA H42A	Security lighting at pool	\$3,589	\$3,589	x	\$3,589	
		Total	\$3,589	\$3,589			
	Parks & Recreation Projects (4 total)						
22+	Camelot Village NA N34 (same application)	Stroud Park water fountain	\$ -	\$4,000	x	\$4,000	
22+	Camelot Village NA N34 (same application)	Stroud Park benches	\$ -	\$2,463	x	\$2,463	
22+	Camelot Village NA N34 (same application)	Stroud Park trees	\$ -	\$5,000	x	\$5,000	
23	Circle G Ranches HOA H46	Community park update	\$9,617	\$9,617		ADA issues	x
24	Estate la Colina NA N36	Estrada Park wall and iron fence	\$ -	\$11,939	x	\$11,939	
25+*	Hollis Park NA N20B	Hollis Park trees	\$ -	\$2,000	x	\$2,000	
26	Mitchell Park West NA N7B	Mitchell Park benches	\$ -	\$11,889	x	\$11,889	
27+	Optimist Park (NE, NW, SE, SW) NA N26, N27, N28, N29	Optimist Park benches	\$ -	\$4,230		Limited funding & inaccurate pricing/style	x
27+	Optimist Park (NE, NW, SE, SW) NA N26, N27, N28, N29	Optimist Park trees	\$ -	\$4,000		Limited funding & previous/other funding	x
28+	Superstition NA N21	Joyce Park grills	\$ -	\$2,480		Received \$50,000 grant	x
28+	Superstition NA N21	Joyce Park landscape	\$ -	\$9,520		Received \$50,000 grant	x
		Total	\$9,617	\$67,138			
	Signage (3 total)						
29	Alta Mira NA N41	Entry signs	\$ -	\$10,701	x	\$10,701	
30+	Casitas East HOA H9A	Entry signs	\$2,433	\$2,433	x	\$2,433	
31+	Hamilton Homes HOA H39	Entry sign	\$1,785	\$1,785	x	\$1,785	
32+	Hollis Park NA N20B	Neighborhood ID signs	\$ -	\$960	x	\$960	
33+	Optimist Park (NE, NW, SE, SW) NA N26, N27, N28, N29	Neighborhood ID signs	\$ -	\$12,800	x	\$12,800	
34	Pecan Grove Estates II HOA H36	Entry monument lettering	\$ 5,117	\$5,117	x	\$5,117	
35*	Pheasant Ridge NA N35A	Entry signs	\$3,850	\$11,957		Limited funding & structural issues	x
36*	Tally Ho Farms NA N40A	Entry sign	\$ -	\$10,000	x	\$10,000	
37+	University Heights NA N6	Front porch signs and alley address #'s	\$ -	\$6,315	x	\$3,200	
38	University Park NA N10	Neighborhood historic district signs	\$ -	\$1,600	x	\$1,600	
39	Warner Ranch HOA H42	Entry signs	\$13,386	\$12,000	x	\$12,000	
		Total	\$26,571	\$75,668			
	Other Projects (2 total)						
40	Hudson Manor NA N9	Wheelchair ramps in sidewalk	\$ -	\$12,000	x	\$12,000	
41	Hudson Trace HOA H25	Stairwell improvements	\$10,500	\$10,500		HOA maintenance	x
42	Joshua Square HOA H14D	Patio gates/balcony railings	\$2,555	\$2,555		Limited funding & HOA maintenance concerns	x
		Total	\$13,055	\$25,055			
		Grand Total \$12,000 and Below	\$130,929	\$296,558		\$ 250,000	
		Grand Total including \$50,000	\$220,929	\$476,558			
						(\$250,000 max)	

Attachment B

Maryanne Corder



Grant Program Application



Fiscal Year 2008-2009

Return application no later than Monday, May 19, 2008, 5:00 p.m. to:

Neighborhood Grant Program
City of Tempe Neighborhood Services Division
31 E. 5th St., 3rd Floor
Tempe, AZ 85281

480-350-8234 (phone)

480-350-8996 (fax)

neighborhoods@tempe.gov

<http://www.tempe.gov/neighborhoods/grants.htm>

Background

Tempe's Maryanne Corder Neighborhood Grant Program was created as a means to invest in resident-initiated projects designed to enhance the quality of life in our neighborhoods. Applications are solicited on an annual basis. The program was renamed the Maryanne Corder Neighborhood Grant Program by the City Council in November 2004 in honor of the City's first Neighborhood Program Director.

Funding

Two hundred twenty five thousand dollars (\$225,000) of the City's Capital Improvement Program (CIP) budget has been allocated for these proposals of communitywide benefit. A maximum amount of \$12,000 per association may be awarded each fiscal year. A single annual grant is available to one association in the amount of \$50,000. Applicants can apply for smaller grants in an amount up to \$12,000 and/or for the sole \$50,000 grant, but will be awarded only one grant.

Eligible Applicants

1. Neighborhood Associations in Tempe registered with the Neighborhood Services Division
2. Homeowners' Associations in Tempe registered with the Neighborhood Services Division
3. Apartment communities that are fully certified in the City's Crime Free Multi-housing Program

Applicants are welcome to coordinate efforts and submit a joint application that combines resources for mutually beneficial projects. For example, any combination of neighborhood and homeowners' associations and crime free multi-housing communities can work together on improvements that benefit all members of the community, such as a traffic calming or park project.

Eligible & Ineligible Projects

To be eligible for funding, a project must be a capital improvement project that **benefits the entire neighborhood** rather than just a few residents. Previous grant projects include, but are not limited to: security lighting, traffic calming (excluding speed humps), landscape and beautification, park improvements, signage and art projects. A complete list of previously funded projects is available at <http://www.tempe.gov/neighborhoods/grantallocations.htm> or by contacting the Neighborhood Services Division.

Grant projects do NOT include ordinary City services such as maintenance of parks, public street lighting and public streets. The funding provides for capital projects ONLY and NOT FOR MAINTENANCE OR OPERATION costs these projects may impose. Projects that would fix a self-imposed code violation are also ineligible.

Homeowners' association requests should be for projects OTHER than those maintenance projects that should be covered in their annual budgets such as roofing repair, common ground and pool maintenance, painting, road repair (for private streets) etc. -- these would NOT be funded. Entry gates are also not eligible for funding.

Apartment community requests should be for enhancements only, NOT for regular maintenance projects or for those required by law (i.e. pool fences).

Community Involvement

A critical component of any grant project is the community involvement and benefit. All residents of the community must be notified of the opportunity to apply for a grant and provided a chance to propose and comment on projects. Applicants should carefully plan out and document how the community is going to be involved in the selection of a project as well as the execution. Grant projects can provide an opportunity for hands on involvement from residents, such as planting trees or creating elements of an art project.

Guidelines:

The City's Neighborhood Service Team (NST) allocates \$12,000 grants and the \$50,000 grant using the following guidelines:

1. Meet City requirements for development review, building permits, engineering permits, city code etc.
2. Improve health and safety of residents
3. Benefit a significant number of residents and the City at large
4. Address a known neighborhood deficiency
5. Complement other neighborhood investments (private or City)
6. Promote water and energy conservation
7. Enhance the aesthetics of the neighborhood
8. Are accessible to all members of the community
9. Implement General Plan 2030

*Please note that a preference may be given to those associations that have not previously received funds.

When evaluating the requests for the **\$50,000 grant**, the NST will use the following additional guidelines:

1. Is the project located to maximize visibility and general public use or access?
2. Does the project provide opportunities for resident interaction and observation?
3. Does the project lend itself to benefiting the greatest number of users possible?

* Please note that associations can only be eligible to receive the \$50,000 grant once every 5 years.

Contents

One application should be submitted **per project and project type**. An association may request funding for more than one project, but the total requested may not exceed \$12,000. If applying jointly, each association is still eligible for \$12,000 (2 associations would be eligible for a total of \$24,000, 3 associations \$36,000, etc). The application should be compiled and submitted in the following order and **should NOT exceed a total of 10 pages**:

- Item 1 Application (please keep to the three pages provided)
- Item 2 Bids for project work
- Item 3 Proof of notification (i.e. sample of newsletter or postcard sent out)
- Item 4 Drawings and/or pictures describing the project
- Item 5 Any other background information

Procedure for application:

Each neighborhood/homeowners' association wishing to apply for funding should send the attached application form to the Neighborhood Services Division by the **Monday, May 19, 2008, 5:00 p.m. deadline**. **Please note that there are two different applications, one for grants up to \$12,000 and one for the \$50,000 grant**. If desired, applicants may contact the Neighborhood Services Division to verify receipt of the application.

All applications are reviewed to see if they have met the minimum requirements (these are listed on application). **Applications not meeting the minimum requirements will not be reviewed, this includes late applications**. Applications are also reviewed for compliance with the Americans with Disabilities Act (ADA). Following that review, the Neighborhood Service Team (NST -- 32 representatives from 11 City departments and/or divisions) will receive copies of complete applications for review prior to voting. On Wednesday, July 16, 2008 the NST will vote on the projects to be recommended for funding by City Council. The NST will provide names of the selected projects at a subsequent public meeting of the City Council during an Issue Review Session, which will likely take place in mid to late August 2008. Grant applicants will be notified of funding decisions in writing.

**2008-2009 MARYANNE CORDER NEIGHBORHOOD GRANT
PROGRAM APPLICATION**

\$12,000 maximum amount per association
available online at <http://www.tempe.gov/neighborhoods/grants.htm>

Application deadline: Monday, May 19, 2008, 5:00 p.m.

APPLICANT INFORMATION

Name of association: _____

Number of households: _____ Zip code area: _____

Name of contact person: _____

(Grant coordinator who can answer questions prior to proposal review and receives all correspondence related to the project)

Address: _____

Number

Street

City

State

Zip

Phone: _____ E-mail address: _____

Authorizing Official: _____ Phone: _____

(Person with legal authority to accept and expend funds for the organization)

PROJECT DESCRIPTION

(please attach drawings and/or photos describing the project)

In the space provided below, please give a brief description of the project your association is requesting:

City Funds Requested: _____ Dollars per household _____
(funds requested divided by # of households)

Match from Association: _____ Total project cost: _____
(Must be at least 1/2 of total project cost for HOA's/apts.) (amount should equal one of the included bids)

Place a check next to the minimum requirements that your grant meets. If not applicable, please write N/A.

- ☐ Completed application
- ☐ Minimum of 2 bids for project work (including appropriate permit fees, bids should be valid for 1 year)
- ☐ Proof that all residents have been notified and asked for comments regarding the project (i.e. sample of newsletter or postcard sent out)
- ☐ Drawings and/or pictures describing the project
- ☐ Project is a one-time expenditure
- ☐ Project can be completed within one year from the date of the City Council's approval
- ☐ Project meets City requirements for building permits, engineering permits, city code etc.
- ☐ Project complies with all Federal, State and Local laws, i.e. Americans with Disabilities Act
- ☐ Grant funds previously awarded to the entity were spent in accordance with Program guidelines
- ☐ Project consistent with City approved or recognized land use plans
- ☐ Lighting projects must include lighting plans, light fixture schedules, light fixture cut sheets and proposed source of electrical feed
- ☐ Landscape projects must include landscape plans, details, and proposed plant list
- ☐ Wall, fence or gate projects require elevations, details and site plans
- ☐ **Staff has been contacted prior to starting the application** if your request involves a landscape, public art, security lighting or parks (including playground equipment) project:
Landscape/walls: Decima Sever, 480-350-8920, decima_sever@tempe.gov
Public art: Adrienne Richwine, 480-350-5237, adrienne_richwine@tempe.gov
City Right of way: Larry Shobe, 480- 350-8417, larry_shobe@tempe.gov
Security lighting/Access control: Crime Prevention, 480-350-6333 and/or Steve Abrahamson, 480-350-8359, steve_abrahamson@tempe.gov
Parks/playgrounds: Bob Pohlit, 480-350-5255, bob_pohlit@tempe.gov
Signage: Jeff Tamulevich, 480-350-8441; jeff_tamulevich@tempe.gov

For HOA's and apartment communities only

- ☐ The Association or entity must contribute matching funds providing for at least ½ the total cost of the project
- ☐ The HOA's most recent balance sheet must be provided if requesting not to match funds because of economic hardship

SIGNATURE

By signing below, I certify this proposal meets all minimum requirements. I also understand that funding for proposals is not guaranteed.

Authorizing Official's Signature: _____ Date: _____

1. How do you expect this project to enhance the quality of life in your neighborhood?
2. Describe how members of the community have been involved in the development of the project.
3. How will this project serve a community need in your neighborhood?
4. How will this project serve a community need in the City of Tempe?
5. Please describe specifically how the City of Tempe's funds will be used.
6. If your association has previously received grant funds, please describe how they have benefited your neighborhood.

**2008-2009 MARYANNE CORDER NEIGHBORHOOD GRANT
PROGRAM APPLICATION**

\$50,000 maximum amount per association
available online at <http://www.tempe.gov/neighborhoods/grants.htm>

Application deadline: Monday, May 19, 2008, 5:00 p.m.

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Name of association: _____

Number of households: _____ Zip code area: _____

Name of contact person: _____

(Grant coordinator who can answer questions prior to proposal review and receives all correspondence related to the project)

Address: _____

Number

Street

City

State

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Phone: _____ E-mail address: _____

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(funds requested divided by # of households)

Match from Association: _____ Total project cost: _____
(Must be at least \$.50 per \$1.00 of total project cost for HOA's/apts.) (amount should equal one of the included bids)

Place a check next to the minimum requirements that your grant meets. If not applicable, please write N/A.

- ☐ Completed application
- ☐ Timeline for project completion
- ☐ Minimum of 2 bids for project work (including appropriate permit fees, bids should be valid for 1 year)
- ☐ Proof that all residents have been notified and asked for comments regarding the project (i.e. sample of newsletter or postcard sent out)
- ☐ Drawings and/or pictures describing the project
- ☐ Project is a one-time expenditure
- ☐ Project can be completed within one year from the date of the City Council's approval
- ☐ Project meets City requirements for building permits, engineering permits, city code etc.
- ☐ Project complies with all Federal, State and Local laws, i.e. Americans with Disabilities Act
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Signage: Jeff Tamulevich, 480-350-8441; jeff_tamulevich@tempe.gov

For HOA's and apartment communities only

- ☐ The Association or entity must contribute matching funds providing for at least \$0.50 on the dollar of the total cost of the project
- ☐ The HOA's most recent balance sheet must be provided if requesting not to match funds because of economic hardship

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2. Describe how members of the community have been involved in the development of the project.
3. How will this project serve a community need in your neighborhood?
4. How will this project serve a community need in the City of Tempe?
5. Please describe specifically how the City of Tempe's funds will be used.
6. If your association has previously received grant funds, please describe how they have benefited your neighborhood.

Attachment C

Neighborhood Service Team (voters):

Steve Abrahamson, Development Services, Planning
Charlie Bladine, Public Works, Field Services
Cyndi Calender, Police Department, Crime Prevention
Neil Calfee, Community Development, Redevelopment
Tim Cox, Community Services, Social Services
Mark Day, Financial Services, Budget
Molly Enright, Community Relations, Mayoral Aide
Ken Harmon, Police Department, Crime Prevention
Julie Hietter, Public Works Administration
Eric Iwersen, Public Works, Transit
Diana Kaminski, Development Services, Planning
Jan Koehn, Community Development, Neighborhood Enhancement
Caterina Mena, Tempe Community Council
Bob Pohlit, Parks and Recreation
Adrienne Richwine, Community Services, Cultural Services
Nancy Rodriguez, City Courts
Decima Sever, Development Services, Planning
Larry Shobe, Public Works, Engineering
Michael Spencer, Community Development, Neighborhood Enhancement
Elizabeth Thomas, Neighborhood Services Specialist
Raul Vidal, Public Works, Light Rail
Shawn Wagner, Community Services, Parks and Recreation
Shauna Warner, Neighborhood Services Director

(23 staff members)